Guide for
the PASIFIC Call 2
Applicants

Polish Academy of Sciences (PAS)

PAN
POLISH ACADEMY OF SCIENCES

PASIFIC
www.pasific.pan.pl

This document is the Guide for the PASIFIC Call 2 Applicants. It provides guidance on the application process, the criteria for evaluating the Fellowship Proposal, and the Fellowship's terms and conditions. The Guide has been provided for reference only.

The binding legal document concerning the PASIFIC Programme is the PASIFIC Call 2 Terms and Conditions with appendices available at https://pasific.pan.pl/call-2/.

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1. Brief description of the Programme

PASIFIC (Polish Academy of Sciences Postdoctoral Fellowships Programme), co-funded from H2020 MSCA CO-FUND scheme, is implemented by the Polish Academy of Sciences. It aims to enable 50 researchers from all over the world, representing all scientific disciplines, to take part in 2-year Fellowships at the Institutes of the Polish Academy of Sciences or the International Institute of Molecular and Cell Biology in Warsaw (IIMCB).

Up to 15 Fellows will be selected in the PASIFIC Call 2. Proposals for this Call can be submitted from 15 September to 30 December 2021. Applicants will be informed on the evaluation results approximately six months after the Call's deadline. The Fellows should arrive in Poland and start their Fellowship between 1 July 2022 and 1 November 2022, after the Fellowship Agreement between Polish Academy of Sciences and the Host Institute is signed.

The Institutes hosting the Fellows will receive the following funding for Fellowships:

a. Funds for the Fellow's remuneration amounting to EUR 4,125 gross per month (approx. EUR 2,500 net per month), i.e., a total of EUR 99,000;

b. Funds for the Fellow's family allowance amounting to EUR 300 gross per month (approx. EUR 150 net per month), i.e. a total of EUR 7,200 for Fellows who have a family on the Call's deadline, and if the family members reside with the Fellow in the territory of the Republic of Poland for at least 3 months during the Fellowship;

c. Funds for research not exceeding EUR 60,000 of direct costs per project, as stated in the Budget specified in the Proposal;

d. Funds for indirect costs not exceeding EUR 33 240 equal to 20% of the total cost including Fellows' remuneration, family allowance and the research costs.

2. Definitions

Applicant – a person applying for Fellowship within the PASIFIC Call 2.

Fellow – an individual who, as a result of the PASIFIC Call 2, have obtained funding for their Fellowship at one of the Institutes.

Supervisor – a person providing scientific support to the Fellow during the Fellowship in Poland. For researchers up to 12 years post-doctoral, this will be a Supervisor; for researchers over 12 years post-doctoral – a research partner. The Supervisor must have at least a PhD and be employed at one of the institutes of the Polish Academy of Sciences under a permanent employment contract or a temporary employment contract for at least 33 months, including the full period of the Applicant's Fellowship, or based on a nomination; and, in the case of the International Institute for Molecular and Cell Biology, upon a fixed-term employment contract, pursuant to Article 16 (1) of the Act of 26 June 1997 on the International Institute of Molecular and Cell Biology in Warsaw (Journal of Laws of 2020, item 982).

You can find a list of potential supervisors on the PASIFIC website: https://pasific.pan.pl/potential-supervisors/.

Supporting Supervisor – in case of interdisciplinary projects, a person responsible for the scientific support to the Fellow and the Supervisor, employed at the Host Institute or the Institute Supporting the Host Institute (see paragraph 6.5. to the Terms and Conditions).

Institute – one of 69 institutes of the Polish Academy of Sciences and the International Institute of Molecular and Cell Biology in Warsaw (IIMCB).

The list of all PAS institutes can be found on the PASIFIC website: https://institution.pan.pl/index.php/institution/institutes.

Host Institute – the Institute which committed to hosting the Fellow selected in the PASIFIC Call 2.

Institute Supporting the Host Institute – the Institute which supports the Host Institute in the Fellowship implementation if the Fellow submitted an interdisciplinary project and selected the Supporting Supervisor employed at the institute different than the Host Institute.

Fellowship – a stay of the Fellow at the Host Institute covering the implementation of research within a specified period of time on the subjects specified by the Applicant, activities aiming at the development of the researcher's career, networking and participation in training courses, conducted under the Fellowship Agreement.

Secondment – a stay of the Fellow at the non-academic entity that implements research results. The Secondment can be undertaken at institutions such as research companies, hospitals, marshal offices, ministries, NGOs, and others. Your Supervisor will support you in finding a place for your Secondment.

PASIFIC Navigator – a person appointed by each PAS Institute, supporting Applicants and Fellows at each stage of application and research project implementation at the Host Institute. You can find a list of PASIFIC Navigators and their contacts on the PASIFIC website: https://pasific.pan.pl/people/pasific-navigators/ .

Research Buddy – a person from the Host Institute who will introduce the Fellows to the Institute's environment, familiarise them with the administrative procedures and introduce them to other researchers.

PAS – the Polish Academy of Sciences.

3. Main Principles of the Programme

3.1.   Fellowship

During the 24-month Fellowship at one of the Polish Academy of Sciences Institutes or IIMCB, you will not only conduct research financed from the PASIFIC Programme, but also participate in training, networking events, and events promoting science organised by the Polish Academy of Sciences, and will have the opportunity to undertake the Secondment. As a part of the Fellowship, you will also formulate a development plan for your research career with your Supervisor.

Research

During the Fellowship, you will carry out an individual research project on any scientific topic and with the Supervisor's support (for researchers less than 12 years after the PhD) or in collaboration with a research partner (for researchers at least 12 years after the PhD).

Training

As a Fellow, you will be obliged to participate in at least 2 training courses and workshops organised by the PAS per year. The workshops will cover topics such as research funding opportunities in Poland and Europe, writing research grant applications, intellectual property rights, and project management (for details, see Section 16.3. in this Guide).

Secondment

As a Fellow, you will have the possibility to undertake an up to 6-month Secondment in one of the entities implementing research results (see Section 10.2.1.). The Secondment must be specified in the Proposal and fit in with the objectives of the Fellowship.

Networking and promotion of science

As a Fellow, you will have the opportunity to connect with researchers and non-academic sector representatives during networking events organized as part of the Programme. You will also be required to disseminate your research results in both the academic and non-academic sectors as well as to the general public.

Short and long-term research career development plans

During the Fellowship, together with the Supervisor, you will prepare a Career Development Plan. It should include both the project tasks and guidance on post-project career development.

Employment conditions during the Fellowship

As a PASIFIC Fellow, you will be employed under a 2-year employment contract at the Host Institute, in accordance with the labour law in force in Poland. You will be entitled to parental leave, annual leave, and sick leave for the period of illness. Notably, during the Fellowship, you will not be allowed to take on additional work.

Please note, that you will not be allowed to make any other work commitments during the Fellowship.

3.2. Research Area

Freedom to choose the research topic

During the Fellowship, you will have the possibility to pursue research in any field of science, either fundamental or applied. The research must comply with fundamental ethical principles, international declarations, relevant European legislation, and Polish law.

Research area and keywords selection

In the Proposal, you define the research topic by indicating the Research Area and keywords related to the project. Research Areas and keywords are defined in Appendix 2 to the PASIFIC Call 2 Terms and Conditions published on the website: https://pasific.pan.pl/call-2/. This information is used to assign the Proposal to the appropriate Evaluation Panel.

Interdisciplinarity

You can submit a Proposal for an interdisciplinary project. In such a case, you indicate other Research Areas to which your proposed research relates. You also have an option to select the second Supervisor, i.e., the Supporting Supervisor. The Supporting Supervisor may be an employee of the Host Institute or another PAS Institute. Such an Institute will act as the Institute Supporting the Host Institute.

3.3. Host Institute and Supervisor

Host Institute

Fellowships may be carried out at one of the Institutes of the Polish Academy of Sciences or the International Institute of Molecular and Cell Biology. The Host Institute will provide you with an opportunity to pursue a research project on topics specified in the Proposal, undertake activities aimed at developing your career, facilitate networking and participation in training.

You can find a list of institutes at: https://institution.pan.pl/index.php/institution/institutes.

In interdisciplinary projects, part of the research may be carried out in collaboration with other institutes, i.e., Institutes Supporting the Host Institute.

Supervisor

You must select the Supervisor (or more than one Supervisor in case of interdisciplinary projects) from among researchers with at least a PhD degree and employed at one of the institutes of the Polish Academy of Sciences under a permanent employment contract or a temporary employment contract for at least 33 months, including the full period of the Applicant's Fellowship, or based on a nomination; and, in the case of the International Institute for Molecular and Cell Biology, upon a fixed-term employment contract, pursuant to Article 16 (1) of the Act of 26 June 1997 on the International Institute of Molecular and Cell Biology in Warsaw (Journal of Laws of 2020, item 982).

The potential Supervisor must have relevant experience in a given Research Area. The CV and scientific experience of the potential Supervisor will be assessed during the evaluation process (see Section 13.2.).

Letter of Support

Both the Host Institute and the Supervisor (and, in interdisciplinary projects, also the Supporting Supervisor and the Institute Supporting the Host Institute) must agree to your research stay already at the stage of preparing the Proposal. Once they do, you need to obtain a letter of support (or two letters in case of interdisciplinary projects, if the Supporting Supervisor is employed at other Institute than the Host Institute). Signed and scanned letter(s) of support must be attached to the Proposal. You can find the templates on the PASIFIC website: https://pasific.pan.pl/call-2/.

3.4. Proposal

One Call – one Proposal

You may submit one Proposal in one PASIFIC Call.

Parts of the Proposal

The Proposal consists of part A – the online form, part B1 – the project description, part B2 – CV and scientific track record, both yours and your Supervisor's together with information on Host Institute, as well as obligatory attachments, i.e., Letter of Support from the Host Institute Letter of Support from the Institute Supporting the Host Institute (if applicable), scanned PhD diploma or a diploma entitling to embark on a doctoral programme, Ethics self-assessment (if applicable). If a Letter of Support was signed by an authorised person other

than the Institute's Director, it is necessary to attach also this person's proxy. All templates of required documents are provided on the PASIFIC website: https://pasific.pan.pl/call-2/.

Language

The Proposal and all the attachments must be prepared in English. If the documents confirming the career break and its duration (entitling to the extension of the 5-year period from which the Applicant's track record is present) are not in English or Polish, you must provide the sworn translation of those documents into one of these languages.

Proposal submission

The Proposal must be submitted via the online SEA system available on the PASIFIC website before the closing date of the PASIFIC Call 2, which is 23:59:59 (CET) on 30 December 2021. The Proposal can be edited and submitted multiple times until the deadline of the Call. Only Proposals that have the "Submitted" status in the SEA system at the closing date of the Call will be evaluated

3.5.   Evaluation process

Proposals are subject to formal, merit-based, and ethics evaluation. The evaluation of the Proposal is carried out on the basis of the data contained in the Proposal and the attachments. The evaluation process is described in detail in Section 13 and paragraphs 10-13 of the PASIFIC Call 2 Terms and Conditions.

4. Who can apply for the PASIFIC Programme?

The PASIFIC Call 2 is aimed at researchers who:

a. have a PhD or at least 4-year full-time equivalent research experience on the closing date of the Call (30 December 2021)

Equivalent research experience is a research experience of a similar nature to that covered by the doctoral programme, counted from the date of obtaining the degree entitling to embark on a doctoral programme. Part-time (e.g., 1/2 full-time equivalent) research experience or breaks in research work should be listed in the Proposal. The equivalent research experience will be calculated proportionately after taking the mentioned breaks into account (e.g., 6 years of part-time research experience will be counted as 3 years of full-time experience).

b. have not been living, working, and studying in Poland for more than 12 months out of the three years before the closing date of the Call, i.e., from 31 December 2018 to 30 December 2021

In the Proposal, you will be asked to indicate all of your places of residence, places of work, and all places and types of study and other activities you have carried out, e.g., volunteering, that took place between 31 December 2018 and 30 December 2021.

Successful Applicants will be required to provide documentation supporting the data indicated in the Proposal.

Please note!

The Applicant can be of any nationality. Therefore the PASIFIC Programme is open to scientists of Polish nationality returning to Poland, scientists from the European Union, as well as scientists from all over the world.

The Programme is addressed both to early-career researchers (with a PhD or equivalent 4-year full-time research experience) and more experienced researchers. The Applicants' achievements will be evaluated in comparison to those of the researchers at a similar stage of their scientific career.

5. Parts of the Proposal

The Proposal consists of the following parts:

a. **Part A** – online form (for more information, see Section 10), in which the following data are to be entered:

- Information on the Applicant
- Applicant's eligibility information
- Proposal information
- Information on the Host Institute and the Supervisor(s)
- Budget description
- Ethics issues table
- Information on research career breaks
- Information on how you learned about the PASIFIC Programme
- Access to pre-submission data
- Applicant's declarations

b. **Part B1** – in this part, describe your project in two parts:
   1) A description of the research planned,
   2) The impact of the Fellowship on your career.

Part B1 should be prepared on a template and not exceed 10 pages, excluding references (see Section 10.2.1).

c. **Part B2** – this part comprises of CVs and descriptions of scientific track records (yours and your Supervisor's) and a description of the Host Institute.
   Part B2 should be prepared on a template and not exceed 8 pages (see Section 10.2.2).

d. **Ethics self-assessment** – preparation and submission of this document is obligatory only if you answered "yes" to at least one question in the "Ethics issues table". For more information, see Section 14.

e. **Letter of Support** from the Host Institute and the Institute Supporting the Host Institute (in case of interdisciplinary projects, if the Supporting Supervisor in employed in an Institute other than the Host Institute) that confirms the willingness of a given institute to host the Applicant. The letter must be signed by the Director of the Institute (or another authorised person) (see Sections 10.2.3 and 10.2.4).

f. **Scan of the PhD diploma** or diploma entitling to embark on a doctoral programme.

g. **Other attachments** (e.g., proxy if the Letter of Support was sign by other person than Director of the Host Institute, documents confirming breaks in your research career, translations of documents confirming research career breaks to Polish or English if they are issued in other languages).

6. How to apply – SEA system

Proposals for the PASIFIC Call 2 shall be submitted via the SEA online system available at https://pasific.pan.pl/call-2/ before the closing date of the Call, i.e., no later than 30 December 2021 at 23:59:59 (CET).

Please note!

We encourage you to submit your Proposal as soon as possible as the system servers may be overloaded just before the Call deadline.

Submission of a correctly completed Proposal is possible only electronically by pressing the "Submit" button in the SEA system.

Correct completion of the Proposal involves filling in the online administrative form of the Proposal (part A) and uploading all obligatory attachments prepared on the Templates available at: https://pasific.pan.pl/call-2/. Afterward, the "Submit" button becomes active.

Before submitting the Proposal, the Applicant must check whether all attachments have been correctly uploaded to the system, i.e., whether it is possible to download, open and read their content. Attachments must not exceed the allowed limit (one attachment can have a max. 10 MB).

The Proposal prepared in the SEA system can be edited, saved, and submitted multiple times until the Call deadline. The evaluation is carried out on a Proposal that has the "Submitted" status in the SEA system at the closing date of the Call.

The Applicant may submit only one Proposal in one PASIFIC Call.

7. Account in the SEA System

7.1. How to register in the SEA system

To apply for the Fellowship, you must create a user account in the SEA system. To do so, go to https://pasific.pan.pl/call-2/, click on the link to the SEA System and follow the steps:

a. Click on the "Register" button

b. You will be redirected to the registration window. Fill in the required fields: "First name", "Last name", "Email", "New password" and "New password confirmation

Please note!

- While registering in the SEA System, remember to use your private email, to which you have unrestricted access, as the SEA system will be used during the Fellowship, including the preparation of agreements and reports.
- It is possible to create only one user account associated with a given email address. If you provide a non-existent or incorrect email address, activation of your account will not be possible.
- Remember that the password must be at least 8 characters long and contain a combination of upper- and lower-case letters, special characters, and numbers.
- The "Username" will be assigned automatically by the SEA system.

c. In the next step, please read the privacy policy and then tick "I have read the privacy policy"

d. Complete the registration process by pressing the "Register" button. If the registration process is successful, the following message will appear on the screen

e. However, the registration process is not yet completed – you must activate your account by clicking the link sent to the email address provided during the registration process. The email will be titled "Pasific account activation". If, despite previous registration confirmation, the email has not arrived, check the spam folder

Pasific account activation

N   noreplay
     Do ⭘ excellence

Dear MarSko77752

Your Pasific account has been created, please click on the URL below to activate it:

https://seatest.pan.pl/account/activate?key=bPg4ms1FSSHFE4q5CIup

Regards,
Pasific Team.

Activation

Email has been confirmed properly

Main Page

7.2. How to log in to the SEA system

Once you have activated your account, you will be able to log into the SEA system. To do this, go to https://pasific.pan.pl/call-2/, click on the link to the SEA System and enter your username or email in the "Username" field and your "Password". Then click "Sign in". You will be redirected to the main page.

PASIFIC

Username

Forgot login

Password

Forgot password

Sign in

Register

7.3. How to recover your password or login

If you have forgotten your SEA password, you can recover it at any time. A forgotten password can be recovered by clicking on "Forgot password". In the new window, enter your "Login" and click "Reset password".

Forgotten login can be recovered by clicking on "Forgot login". In the new window, enter the email address used during registration and click "Remind login".

7.4. How to change your password

To change your password, log in to the system and expand the user panel located in the upper right corner and select "Password".

Then, windows enabling you to enter a new password will appear on the screen. Enter your new password in the "New password" window and confirm it in the "New password confirmation" window. Then save the new password by clicking the "Save" button.

Password for [marsko61916]
Current password

| ··········· | 👁 |

New password

| New password |

Password strength:

New password confirmation

| Confirm the new password |

Save

7.5. How to edit the Applicant's details and change the email address?

To change the user details (name and surname) or email address, expand the user panel, located in the upper right corner, and then select the "Account" option.

Your session will expire in: 00:46:12 ↻   Full name: Maria Skłodowska-Curie   🏠   👤 ▾

🔒 Password
👤 Account 👆
➔ Sign out

In the "Edit a user" field, enter the updated user details or email address and click "Save" to save new data.

Edit a user
Login

| marsko77752 |

First name

| Maria |

Last name

| Skłodowska-Curie |

Email

| excellence@pan.pl |

🚫 Cancel   💾 Save   🔄 Change password

8. How to create a new Proposal

a. In order to start the application process, expand the Call list in the upper left corner and select a Call to which you want to submit your Proposal

b. In the next step, you can create a new application form. To do this, click the "Proposals" button in the side menu and then the button "Create a new Proposal" located on the right side above the table with Proposals

c. Completing and submitting a new Proposal

You can save the form at any time by clicking the "Save" button, which is located in the upper right corner of the Proposal.

The completed Proposal can be submitted by pressing the "Submit" button. It becomes active after the Proposal after the form is completed correctly. If any field is not filled out properly, the system marks it red.

If you fill in tables in the Proposal, you can add subsequent table rows by pressing the "+" in the upper left corner of the table, e.g.

d. Sessions

The SEA system allows data to be edited in sessions lasting 60 minutes. If you do not save data you have entered during the session, it may be lost. Information about the time remaining in the session is located in the upper right corner. You can refresh your session at any time by clicking on the button to the right of the clock.

Your session will expire in: 17:27

9. Applicant's team

If you wish to share your Proposal with another person, such as the Supervisor or another staff member at the Host Institute, you can give them the right to edit or view your Proposal. Remember, however, that only you have the right to press the "Submit" button. At any time, you will be able to change the access privileges.

How to grant access privileges?

From the left menu, select the Applicant Team tab. A table will appear on the screen with information about the members of your team supporting you in the process of the Proposal. To add a new person, click the "+Add a new Team Member" button on the right above the table.

Fill in the details of the person with whom you wish to share the Proposal. In the "Role" field, select whether the person should have the right to edit or view the Proposal. Confirm with "Save".

The persons with access privileges will receive an email with the activation link, which directs them to the SEA system login page. If they have an account in the system, they need to log in and accept the access privileges. If not, they need to register in the system and then.

Please note !

The persons with access privileges need to register and log in using the email you provided in the SEA system when granting them access privileges. When registering for the first time, they will receive another link to confirm the registration.

10. Administrative form – part A of the Proposal

10.1. Part A

10.1.1. Section – "Information on the Applicant"

Start filling out the form by providing "Information on the Applicant". In this section, enter your "First name", "Last name", "Date of birth", "Place of birth", "Nationality", and "Gender.

> **Please note!**
> If you want to change the name given during registration, you need to make changes in the user panel (see Section 7.5.).

10.1.2. Section "Applicant's eligibility information"

In this section, you provide data for verification of their eligibility, i.e. data confirming obtaining of your PhD or possession of a diploma entitling to embark on a doctoral programme and 4- year research experience after obtaining the latter.

a. If you have a PhD

Please select: "I have a PhD" and then enter "Date of obtaining a PhD" and select from the list "Country of obtaining a PhD".

If you select this option, you must attach a scan of your PhD diploma in the "Obligatory attachments" section (see Section 10.2.5).

b. If you do not have a PhD

Please select: "I don't have a PhD". Next, enter information about your degree entitling you to embark on a doctoral programme. It is necessary to indicate the "Institution name", "Country", "Date of award" and "Type of awarded degree".

In this case, attach a scan of your diploma in the "Obligatory attachments" section (see Section 10.2.3).

Then complete the information on the 4-year full-time equivalent research experience.

Such experience includes, but is not limited to, the experience gained during doctoral studies that did not result in obtaining a PhD. If, after obtaining a degree entitling you to pursue a doctoral programme, you began other studies during which you conducted research, you may also enter such experience in this section.

Enter information about each of your research experiences, including periods of pursuing research, institution, type of experience, information on what percentage of FTE the work was conducted.

Add a new row to the table by pressing the "+" in the upper left corner of the table.

Examle:

You worked at two institutions from 1 March 2019 to 30 March 2019:

- at University X – 70% FTE
- at Y University – 50% FTE

Enter a maximum of 100% engagement in the table for a given period, so a correctly completed table contains the following data:

- University X – 50 % FTE

University Y – 50% FTE

10.1.3. Section "Places of residence" and "Places od main activities"

In this section you will need to fill in two tables: "Places of residence" and "Places of main activities".

In the Table "Places of residence", indicate your places of residence during the whole 3 years prior to the deadline of the PASIFIC Call 2, which is from 31 December 2018 to 30 December 2021. You need to provide the following information: starting date, ending date, country.

Add new rows to the table by pressing the "+" located in the upper left corner of the table.

In the Table "Places of main activities", enter information about all of your main activities (including jobs and studies) from 31 December 2018 to 30 December 2021. You need to provide the following information: start date, end date, country, institution, and type of activity selected from the list).

Add new rows to the table by pressing the "+" located in the upper left corner of the table.

Enter all the items in the "Character of activity" section separately, i.e.:

- Work contract: when entering the employment places in the "Character of activity" section, please select "Work contract". Remember that work breaks are not included in the period of employment. Therefore, in such a case, enter each period of employment separately.
- Academic courses: when entering academic courses in the "Character of activity" section, please select "Studies". Remember that study breaks are not included in the period of studies. Therefore, in such a case, enter each period of studies separately.
- Other significant activities: When entering other significant activities in the "Character of activity" section, please select "Other", and, in the box below, describe what type of activity it was.

Please note!

On the basis of this information, we will check if you meet MSCA mobility criterion, according to which Applicants must not have been living, studying, or working in Poland for more than a total of 12 months out of the three years prior to the Call deadline. Work in Poland is understood as employment in an entity having its registered seat in the territory of the Republic of Poland, in the form of an employment contract, including the remote work performed outside the territory of Poland.

Be sure to complete this section accurately and correctly. If you are successful in the Call, we will ask you to provide supporting documents for each of your entries.

10.1.4. Section "Proposal information"

Please select "Primary Evaluation Panel", "Primary discipline", "Key words" from the list. In the "Free keywords" field, you can enter additional keywords for the project (optional).

If your project is interdisciplinary, please tick the box "My project is interdisciplinary" and select "Additional Evaluation Panel", "Additional discipline", "Keywords" from the list. In the "Free keywords" field, you can enter additional keywords related to the project (optional).

Information on the project

Research area
Please indicate which evaluation panel is the most appropriate to evaluate your project. If your project is interdisciplinary and its scope exceeds the area assessed by one evaluation panel, check the box "My project is interdisciplinary" below. Additional boxes will appear to indicate an additional evaluation panel, discipline and keywords.

Panel
| Choose... | ⇕ |

Discipline
| Choose... | ⇕ |

Keyword (1)
| Choose... | ⇕ |

Keyword (2)
| Choose... | ⇕ |

Free keywords
| |

☐ My project is interdisciplinary

Then, fill in the "Project details": "Acronym" and "Title" and "Abstract".

Project details

Acronym (max. 20 characters with spaces)

Title (max 200 characters with spaces)

Abstract (max. 2000 characters with spaces)

Please note!

The "Acronym" cannot exceed 20 characters, including spaces. The number of characters in the "Abstract" field must not exceed 2000 characters, including spaces.

10.1.5. Section "Information on the Host Institute and the Project Supervisor"

In the "Name (ENG)" field, from the list, please select the Institute in which the project is planned to be implemented (Host Institute). The following data: "Name (PL)" and "Tax ID (NIP)" and the address of the selected Host Institute will be filled in automatically.

Information on the Host Institute and the Supervisor

Host Institute

Please choose the Host Institute from the list below.

Name (ENG)

Required
Name (PL)

City   Street   Street no.   ZIP/Postal code

Post Office   Tax ID (NIP)

Then enter the details of the Supervisor, "First name" and "Last name".

Supervisor:

First name   Last name

If your project is interdisciplinary and requires the engagement of a supporting Supervisor, you may tick "My project is interdisciplinary and I will have an additional supervisor". This option is available only if you have marked before in the "Information on the Project" section that your project is interdisciplinary. In such a case you will need to indicate "First name" and "Last name" of the second Supervisor as well as choose from the list the Institute he/she is employed at. If it is not the Host Institute, then the Institute where the supporting supervisor works becomes the Institute Supporting the Host Institute and you will need to provide a Letter of Support from this Institute.

10.1.6. Budget description

During the application process, you must enter each cost item into the system along with a brief description. The system will sum up the totals you enter in the cost table. You do not have to enter your remuneration into the table, the data is entered automatically. The family allowance will be calculated automatically when you select the appropriate option.

a. Remuneration

As a PASIFIC Fellow, you will receive a monthly remuneration of EUR 4,125 gross (approx. EUR 25,00 net). Importantly, while employed at the Institute as a Fellow, you will not be allowed to perform or take up additional employment or conduct business activity if it would be of a profit-making nature.

b. Family allowance

If you decide to move to Poland with your family, you will be entitled to a family allowance of EUR 300 gross (approx. EUR 150 net) per month. This allowance will be available if the researcher moves in with their children or a partner with whom the researcher is in a formalised relationship. In this case, the document confirming the contracting of the relationship from the country where it was formalised is binding. If you are moving to Poland with your family, indicate that in your Proposal and tick "I am entitled to receive family allowance".

If your Proposal is recommended for funding, you will be required to provide the Polish Academy of Sciences with relevant documents confirming your family status such as your child's birth certificate or evidence of a formalised relationship.

c. Costs of research carried out within the Fellowship

In the Proposal, you will be asked to complete a table with the research costs.

In the "List of cost items in the project" table, please enter individual cost items that will be automatically added up in the corresponding categories in the "Budget table". The system automatically converts costs entered in EUR into PLN.

You can add more items to the "List of cost items in the project" table by pressing "+" in the upper left corner of the table. Be sure to briefly describe the cost (you have a maximum of 200 characters) and select the appropriate cost category.

The eligible costs you can incur in your project implemented within the PASIFIC Call 2 are detailed in Section 12. Be sure to read it before you fill out the table below.

Cost items in the project

Please enter each planned cost item in a separate row. Add a short description for each item. All planned costs will be automatically summed up in the budget table below. In order to add a new entry click the "+" icon in the upper left corner of the table.

No.	Description (max. 200 characters)	Cost in PLN	Cost in EUR	Cost category
1.		0	00.00	Choose...

Cost items are entered in the following categories:

- Remuneration of the Supervisor

You can include your Supervisor's remuneration. In the row "Information about the additional costs", select the "Supervisor's remuneration" category. If your project is interdisciplinary and you have two Supervisors, the remuneration of the Supporting Supervisor should be added to the same category.

- Other personnel costs

If your research involves the engagement of people from the Host Institute other than your Supervisor, put their remuneration in this category, along with a detailed description, e.g., 'X is responsible for testing 100 samples' or 'Y performs a library search'.

- Equipment

Here, describe the expenses for the purchase of research equipment necessary for your project, e.g., 'a set of research, measurement or laboratory equipment for XY experiments' or 'software for creating databases'.

- Consumables

These are the resources and materials needed for your research project, such as '1000 test tubes' or 'chemical reagents'.

- Travel (tickets + accommodation + allowances)

As part of the project, you may cover travel costs such as 'tickets from X to Y to participate in a conference' or 'accommodation at Y during a field study'. In justified cases, within this cost category you can cover also travel costs of persons involved in your project's implementation.

- Publication (including Open Access fees)

You can cover publication-related costs such as 'gold OA' and 'proofreading'.

- Dissemination activities (workshop, conference fees)

This category of costs should be used for organising scientific events and covering conference fees, e.g., 'tickets for invited speakers for the conference X' or 'fee for participation in conference Y'.

- Other

This category includes other direct costs necessary for implementing your research project, e.g., 'purchase of access to databases', 'transport of 1000 test tubes', or 'conducting surveys'.

- Total direct costs (3-10). The system automatically calculates the total direct costs related to your project. Remember that they cannot exceed EUR 60,000.

- Indirect costs (overheads) 20% of Direct Costs

The system automatically calculates indirect costs, which is 20% of the direct costs you entered.

- Total Estimated Eligible Costs (A+B)

The system automatically calculates the total cost of your research project, which is the sum of direct and indirect costs.

d. Budget table

The data you enter will be automatically totalled by the system and presented in the budget table. In addition to the data you entered, the table will include the following items:

- Fellow's remuneration

The remuneration of each Fellow will be approximately EUR 4125 gross (approx. EUR 2500 net) per month. The system will automatically calculate its total amount for the duration of the 2-year Fellowship.

- Fellow's family allowance

Researchers who move to Poland with their families will be entitled to a family allowance of EUR 300 gross (approx. EUR 150 net) per month. The system will automatically calculate the total family allowance for the Fellow for the duration of the 2-year Fellowship.

No.	Cost category	Cost in PLN	Cost in EUR
1.	Fellow's remuneration	417720.60	99000.00
2.	Fellow's familly allowance	0	0
3.	Supervisor's remuneration	0	0
4.	Other personnel costs	0	0
5.	Equipment	0	0
6.	Consumables	0	0
7.	Travel (tickets + accomodation + allowances)	0	0
8.	Publications (including Open Access fees)	0	0
9.	Dissemination activities (workshop, conference fees)	0	0
10.	Other	0	0
11.	Total direct costs (1-10)	417720.60	99000.00
12.	Indirect costs (20% of direct costs)	83544.12	19800.00
13.	Total estimated eligible costs	501264.72	118800.00

10.1.7. Section "Ethics issues table"

In this section, you will be asked if the ethical issues appear in your Proposal. Please select "yes" or "no" to the series of questions. Note that the questions in the ethics issues table include both general and more specific questions that also need to be answered. If you answer "yes" to any of the questions, you will need to indicate the page number in part B1, where the ethics issue is described. If you answer "yes" to any of the questions, you will need to prepare and submit an "Ethics self-assessment" (see Section 10.2.6).

For more information on the "Ethics issues table" see Section 14.

Ethics issues table

Please answer the questions in the table below. Next to each "yes", enter the page numbers of Part B1 where you describe the research referred to in the question. In case you answer "yes" to any of the questions in the table, you are obliged to prepare and attach to the application an "Ethics self-assessment"

	Response	Page
1. HUMAN EMBRYOS / FOETUSES		
Does your research involve Human Embryonic Stem Cells (hESCs)	○ YES ○ NO	
Does your research involve the use of human embryos?	○ YES ○ NO	
Does your research involve the use of human foetal tissues /cells?	○ YES ○ NO	
2. HUMANS	**Response**	**Page**
Does your research involve human participants?	○ YES ○ NO	
Does your research involve physical interventions on the study participants?	○ YES ○ NO	
If your research involves processing of genetic information, see also section 4.		
3. HUMAN CELLS / TISSUES	**Response**	**Page**
Does your research involve human cells or tissues (other than from Human Embryos Foetuses, i.e. section 1)?	○ YES ○ NO	
4. PERSONAL DATA	**Response**	**Page**
Does your research involve personal data collection and/or processing?	○ YES ○ NO	
Does your research involve further processing of previously collected personal data (secondary use)?	○ YES ○ NO	
5. ANIMALS	**Response**	**Page**
Does your research involve animals?	○ YES ○ NO	
6. THIRD COUNTRIES	**Response**	**Page**
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	○ YES ○ NO	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples,etc.)?	○ YES ○ NO	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	○ YES ○ NO	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	○ YES ○ NO	
In case your research involves low and/or lower middle income countries, are any benefits-sharing actions planned?	○ YES ○ NO	
Could the situation in the country put the individuals taking part in the research at risk?	○ YES ○ NO	
7. ENVIRONMENT & HEALTH AND SAFETY	**Response**	**Page**
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	○ YES ○ NO	
Does your research deal with endangered fauna and/or flora and/or protected areas?	○ YES ○ NO	
Does your research involve the use of elements that may cause harm to humans, including research staff?	○ YES ○ NO	
8. DUAL USE	**Response**	**Page**
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	○ YES ○ NO	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS	**Response**	**Page**
Could your research raise concerns regarding the exclusive focus on civil applications?	○ YES ○ NO	
10. MISUSE	**Response**	**Page**
Does your research have the potential for misuse of research results?	○ YES ○ NO	
11. OTHER ETHICS ISSUES	**Response**	**Page**
Are there any other ethics issues that should be taken into consideration?	○ YES ○ NO	

10.1.8. Section "Where did you learn about the PASIFIC Programme"

Indicate where you have learned about the PASIFIC Programme. This information will help us evaluate the effectiveness of the promotion channels.

10.1.9. Section "Access to pre-submission data"

In this section, you will be asked for permission to share with the PASIFIC Team some of the data from your Proposal before the Call deadline.

Access to the data is limited to Acronym, Host Institute and Supervisor, Evaluation Panel, discipline, keywords, and Abstract. This data will facilitate the selection of experts for the Evaluation Panels.

If you agree, click "I agree that the pre-submission data becomes available to the PASIFIC Team prior to Call closure".

10.1.10. Section "Declarations"

Please tick the following declarations by clicking on the "yes" button:

- I declare that during the last three years before the Call's deadline, I have not worked, studied, and lived in Poland for more than 12 months;
- I declare that I am not employed on the basis of a permanent contract at the Host Institute indicated in the application form;
- If funding is granted for a research fellowship within the PASIFIC Programme, I will not apply for the POLONEZ funding scheme announced by the National Science Center;
- I declare that the information contained in the application form is accurate and in accordance with the facts and law. I confirm that the scans of the documents attached to the application are consistent with the originals of these documents;
- I declare that if the application is selected for financing, I consent to the publication of a brief description of the research project (abstract) together with the information about the call results.

10.2. Section "Obligatory attachments"

To attach the required documents, click on the "Add file" button.

Please note!

Remember that attachments must be added in PDF format. Each document cannot exceed 10 MB.

The documents to be added should be drawn up on the templates available on: https://pasific.pan.pl/call-2/.

When preparing attachments, especially Part B1 and Part B2 of the Proposal, the following document editing rules apply:

Page size	Font type	Font size	Line spacing	Margins
A4	Times New Roman, Arial or similar	at least 11	single	side: 2 mm top and bottom: 1.5 mm

In the section "Obligatory attachments", please attach the following documents in PDF format:

- Part B1
- Part B2
- Letter of Support from the Host Institute and the Letter of Support from the Institute Supporting the Host Institute (in case of interdisciplinary projects)
  A scan of your PhD diploma or diploma entitling you to embark on a doctoral programme.
- Ethics self-assessment (if applicable)

Obligatory attachments

Name	File	
B1 - project description (PDF, max. 10 pages)	+ Add file	Add file
B2 - Applicant's CV, Supervisor's CV, Host Institute (PDF, max. 8 pages)	+ Add file	Add file
PhD (or equivalent) diploma scan (PDF)	+ Add file	Add file
Host Institute support letter (PDF)	+ Add file	Add file
Ethics self assesment (PDF)		

10.2.1. Part B1

In this part of the Proposal, you should describe the research project. The maximum length of the research idea description is 10 pages. Please use the Template that you can found at https://pasific.pan.pl/call-2/.

When writing your Proposal, remember that the Evaluation Panel will comprise of professionals who are not necessarily experts in your field (especially if your chosen topic is a niche). Therefore, make sure that your project is understandable to professionals in related fields.

Part B1 consists of two sections: a. Description of the research planned and b. Impact of the Fellowship on the career of the Applicant.

a. Description of the research planned

In this section, specify what the scientific objective of your proposed project is. Present your research against the background of the current state of the arts. Identify what the potential impact of your project on the development of science is. Describe the research idea and plan, and discuss the chosen methodology. Remember that your project must be ambitious yet feasible within two years.

As part of the PASIFIC Programme, you have the opportunity to undertake a Secondment. You can also plan short visits to both academic and non-academic institutions. The Secondment and short visits are not mandatory. They must be planned at the Proposal stage and described in this section of the project. The role of the Supervisor is to advise you on the choice of the host organisation for the Secondment or short visit.

Secondment

The Secondment cannot last longer than 6 months (short visits in a non-academic environment are not included in this limit). The duration of the Secondment does not extend the duration of the Fellowship. The Secondment host organisation may be an entity located anywhere in the world, corresponding to the Fellow's academic profile and the needs of the project. Applicants will be able to benefit from the extensive national and international cooperation established by the Polish Academy of Sciences. The Polish Academy of Sciences works with over 2400 partners from industry, the third sector, and government entities. The organisation where the Fellow will undertake the Secondment must not be a university or research unit.

Fellows interested in Secondment may also indicate a secondment supervisor employed by the Secondment organisation. The selected person will supervise your stay and introduce you to the working environment. The Secondment supervisor may also participate in Periodic Assessment Meetings to evaluate the progress of the project, as well as in the revision of the Fellow's Career Development Plan.

The Secondment should be related to your research project in the PASIFIC Programme. The purpose of the Secondment is to acquire or strengthen the skills necessary to conduct interdisciplinary or cross-sectoral research. It may also facilitate possible later collaboration with the non-academic community or the researcher's inter-sectoral mobility.

Short visits

The duration of all short research visits cannot not exceed 6 months. Visits in both academic and non-academic institutions must be justified and tailored to the aims of the research project. As in the case of the Secondment, the duration of the short visits does not extend the duration of the Fellowship.

b. Impact of the Fellowship on the career of the Applicant

In this section, write how the PASIFIC Programme will contribute to your career development. Include information on what you will learn during these two years from your Supervisor and other people working at the Host Institute. These may be, for example, new methods and transferable skills useful in other sectors (including non-academic ones). Describe how successful implementation of the project will impact your scientific career.

10.2.2. Part B2

In Part B2, which cannot exceed 8 pages, you should present your CV and the CV of your prospective Supervisor(s), the description of yours and your Supervisors' scientific achievements, and a brief description of the Host Institute scientific environment.

The Template of the Part B2 can be found at: https://pasific.pan.pl/call-2/.
This part comprises of:

- a.1. Applicant's CV (max. 2 pages)
- a.2. Description of the Applicant's scientific track record of the last 5 years (max. 1.5 pages)
- b.1. CV of the Supervisor (max. 2 pages)

- b.2. Description of the Supervisor's scientific track record of the last 10 years (max. 1.5 pages)
- b.3. Information about the Supporting Supervisor (if applicable, max. 0.5 page, whereby sections b.1, b.2 and b.3 may not exceed 3.5 pages)
- c. Information on the Host Institute's scientific environment (max. 1 page)

> Please note!
>
> When using the Template of Part B2, please do not reorder the given sections. If necessary, delete the sections that do not apply to you.

Please note:

If, during the last 5 years, you have had breaks in your scientific career longer than 90 days, you may submit your scientific track record from the period extended by the total time of all breaks. Career breaks are understood as:

- Military or civil service
- Long-term illness (yours or your close family member's)
- Paternity leave
- Maternity leave

For cases 1-3, you may describe your achievement from the period extended by the documented period of absence from work. For 4, the 5-year period is extended by 18 months for each child born, even if your absence was shorter. However, if in this case your absence from work was longer, you can get an extension for the documented period of the actual absence.

In the case of extension, please complete the "career breaks" section of your CV and attach supporting documents in the "Other attachments" section.

When describing your scientific track record, you will be asked to list up to 5 major publications and up to 3 monographs. Write what your role was in preparing these publications, why you think they are important, and if they are related to your proposed project. In this section, present your experience in international collaboration, participation in international conferences and other scientific projects. Use the last subsection, "Other achievements" to indicate important scientific achievements in your discipline (e.g., patents, scientific expeditions) that were not included in the previous subsections. Additionally, if relevant to your discipline, briefly describe the experience in the non-academic sector, e.g.,

industrial innovation, public service. It is important that your track record convinces the panellists that you are an outstanding scientist ready to carry out your proposed project.

When preparing "Information about your Supervisor and the Host Institute", we suggest you to collaborate with the Supervisor and other people working at the Host Institute, including the PASIFIC Navigator. If your project is interdisciplinary and you have designated the Supporting Supervisor, please describe what knowledge and competencies they have to support you with your project.

Justify the choice of the Host Institute (e.g., scientific environment, equipment facilities) and describe the impact of your Fellowship on the Host Institute

Remember! Part B2 may not exceed 8 pages!

10.2.3. Letter of Support from the Host Institute

To submit the Proposal, you must include a Letter of Support from the Host Institute. It must be drawn up on the Template available at: https://pasific.pan.pl/call-2/ and signed by the Director of the Institute or another authorised person.

Please note!

If the letter of Support is signed not by the Institute's Director, but another authorized person, you must also attach to the Proposal in the "Other attachments" section a scan of the document confirming this person's authorisation.

Contact the potential Supervisors and Host Institutes in advance so that the time it takes to prepare the Letter of support does not unnecessarily delay your application procedure.

10.2.4. Letter of Support from the Institute Supporting the Host Institute

If your research idea is interdisciplinary and you indicated a second Supervisor from another Institute in your Proposal, you will need to obtain the Letter of Support from the Institute supporting the Host Institute. This document is prepared in a similar manner to the Letter of Support (see Section 10.2.3).

You can find a Template of the Letter of Support from the Institute Supporting the Host Institute at: https://pasific.pan.pl/call-2/.

10.2.5. PhD diploma or diploma entitling to embark on a doctoral programme.

If you hold a PhD, you must attach the scan of the PhD diploma. If not, enclose the scan of the diploma entitling you to embark on a doctoral programme.
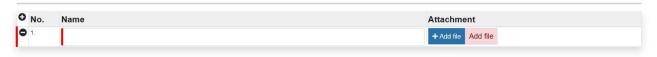
10.2.6. Ethics self-assessment

You are required to prepare and submit this document if you answered "yes" to at least one question in the "Ethics issues table" in the online form. Detailed instructions on how this document should be prepared and what information it should contain are provided in Section 14.3. When preparing your "Ethics self-assessment", please use the Template you can find at: https://pasific.pan.pl/call-2/.

10.3. Section "Other attachments"

In this section, you can add more documents using the "Add file" button. Remember that files must be added in PDF format. The maximum size of one attachment is 10 MB.

Other attachments

No.	Name	Attachment
1.		+ Add file Add file

In the "Other attachments" section, you can upload the following documents:

- Letter of authorisation of the person signing the Letter of Support (if the Letter of Support from the Host or Supporting Institute is signed by a person other than the Director)
- Ethics issues approvals and licenses (these documents are not required at the Proposal stage, but if you have them, you can attach them)
- Documents confirming the reason why your scientific track record can extended beyond 5 years (e.g., a child's birth certificate, medical certificate of illness, or a sick leave note from the employer)
- Translations of the documents confirming career breaks to Polish or English if they are not issued in these languages

11. Proposal Submission

11.1. Proposal Submission

Once you have completed each section of the Proposal and checked it for completeness, you can save or submit the Proposal.

To save the Proposal, click the "Save" button located in the upper right corner of the form.

To submit your Proposal, click the "Submit" button located in the top right corner of the form.

11.2. Re-editing the Proposal

You can edit your Proposal at any time before the Call is closed. To do this, click the "Proposals" tab located in the left side menu. If the Proposal has not been submitted yet, click the "Edit" button.
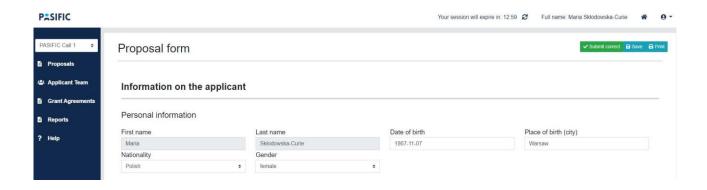
If the Proposal has already been submitted, click the "Correct" button.

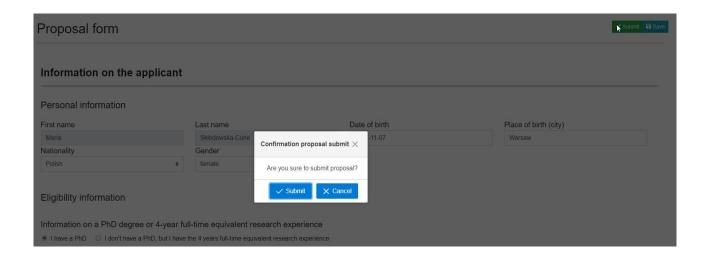Once you made changes to the Proposal and checked for its completeness, you can submit a new version by clicking the "Re-submit" button.
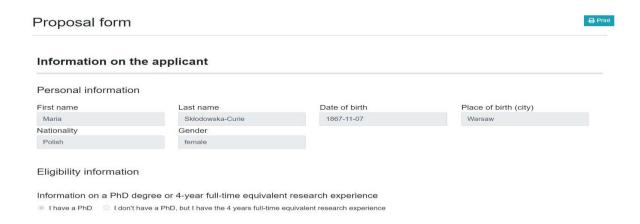
Then, you will be asked if you want to re-submit the Proposal with the changes. If so, click "Confirm".

11.3. Printing the Proposal

If you want to print out the Proposal, click on the "Print" button in the upper right corner. You will then be able to download the Proposal and print it out.

12. Project eligible costs

12.1. Direct costs

As a PASIFIC Call 2 Fellow, you will receive up to EUR 60,000 for direct costs such as the purchase of necessary equipment, research trips, scientific publications, and more. Below you will find a detailed explanation of direct costs eligible in the project.

a. Fellow's remuneration. Costs of the Fellow's employment under a full-time employment contract for a period of 24 months in the amount of EUR 99,000.

b. If the researchers move to Poland with their family, they are entitled to a family allowance of EUR 7,200 for the two years of the research project.

c. You can employ other people in your research project. You have PLN 60,000 gross at your disposal for personnel costs. Remember that one person can earn a maximum of PLN 36,000 gross. Note that in the Budget Table, you must enter the remuneration of the Supervisor(s) and other people employed in your project (e.g. other researchers, participants of your research, speakers giving lectures during workshops) **as separate items.**

d. If your research requires it, you can buy the necessary equipment. The equipment is understood as all research equipment, other devices and software necessary to carry out scientific work. The eligible cost is the purchase price of the equipment. The need for these purchases must be justified in your research project description.

e. To carry out your research, you can buy the necessary consumables such as raw materials, intermediates, reagents, small laboratory equipment as well as IT hardware and office equipment. Their purchase must be justified in the project description.

f. Within the project, you can cover your travel costs and travel costs of other people carrying out research tasks within your Fellowship including tickets, accommodation, and allowances. Eligible costs include the following types of travel:
   - Costs of participation in seminars, workshops, and conferences related to the topic of your research. Remember, that conference fees for those events should be covered with funds indicated in the "Dissemination activities" category (item 9 in the Budget Table)
   - Costs of visits necessary to carry out your research, such as preliminary research, field studies and short visits. Remember, however, that they must be related to your project tasks and be short-term.

- Costs of participation in training courses and other meetings organised within the PASIFIC Programme, if they are held in a different location than the Host Institute
- Secondment costs. During your Secondment, your remuneration will be paid by the Host Institute, but if the institution of the Secondment is located in another place than the Host Institute, you may cover tickets and accommodation costs. You may not purchase equipment or consumables for the entity that hosts the Secondment. Remember that your Secondment can last up to 6 months and must be justified in the project description

g. The project can also cover publications' costs – monographs and scientific articles, including Open Access fees. This part of the Budget also covers publication preparation costs, such as review, editing, and graphic design services.

h. If during the project, you wish to undertake dissemination activities such as organising conferences, workshops, or seminars, the Budget may cover the following costs:
- Renting a conference venue
- Catering
- Travel and subsistence expenses of invited guests
- Other costs related to the organisation of a conference, workshop, or seminar

In addition, if you wish to present the results of your research at workshops, conferences, or seminars, you may cover the costs of participation in these events, such as conference fees, from the project budget. Remember that in this case travel and accommodation costs fall under the "Travel" category (item 7 in the budget table).

i. The Budget for a research project also provides for other direct costs, such as costs of purchasing research services (laboratory analyses, statistical studies, surveys, etc.), costs of postal, courier, or transport services related to the execution of the research tasks, as well as costs of purchasing and/or accessing databases.

12.2. Indirect costs

Additionally, your institute will receive up to 33 240 EUR of indirect costs calculated as 20% of the direct costs. In agreement with the representatives of the Host Institute, you will decide upon the spending of 1/5 of these costs (up to EUR 6600).

13. Proposal evaluation

13.1. Formal evaluation

After the Call deadline, the formal evaluation of submitted Proposals begins. The formal evaluation is performed by the staff of the Chancellery of the Polish Academy of Sciences and approved by the PASIFIC Programme Coordinator.

The formal evaluation is carried out based on your Proposal as follows:

1) We check that you are eligible to apply in the Call, that is whether:
   - you meet the MSCA mobility criterion
   - you have a PhD or at least 4-year equivalent research experience (see Section 4)

2) We check that your Proposal meets all formal requirements, that is, whether:

   a. it is complete, i.e., that it contains the administrative section completed in the SEA system and all obligatory attachments listed below (for detailed instructions, see Section 10.2.):
   - Description of the project
   - CVs and description of the scientific tracks record of both the Applicant and the Supervisor, as well as a description of the Host Institute research environment
   - Letter of Support from the Host Institute with declaration(s) signed by the Supervisor(s)
   - Letter of Support from the Institute supporting Host Institute (in case of interdisciplinary projects) with a declaration signed by the Supporting Supervisor
   - A scan of the PhD diploma or diploma entitling you to embark on a doctoral programme as well as documents confirming the 4-year full-time equivalent research experience
   - Ethics self-assessment – preparation of the document is obligatory only if the answer to at least one question in the section "Ethical issues table" is "yes"

   b. it is legible, i.e., whether the attachments to the Proposal were correctly prepared, i.e.:
   - they are in PDF format
   - they can be opened and read correctly

   c. it was submitted on time, that is:
   - it has the "Submitted" status in the SEA system

- was submitted before the Call deadline, i.e., before 23:59:59 (CET) on 30 December 2021

3) We check whether the Supervisor and the Supporting Supervisor indicated in the Proposal **fulfill the formal requirements, i.e., whether they are employed under a permanent contract or a fixed-term employment contract for at least 33 months, including the full period of the Applicant's Fellowship, or based on a nomination; and, in the case of the International Institute for Molecular and Cell Biology, upon a fixed-term employment contract.**

Important: Please note, that the failure to meet one of the formal criteria as well as failure to prepare the attachments to the Proposal in accordance with the templates provided in Appendices 5, 6, and 8–10 to the Terms and Conditions **will result in the rejection of the Proposal on formal grounds**

13.2. Merit-based evaluation

Evaluation panels

Proposals for the PASIFIC Call 1 can be submitted to the three Evaluation Panels:

- HSS Panel – Humanities and Social Sciences (7 research areas)
- PE Panel – Physical Sciences and Engineering (8 research areas)
- LS Panel – Life Sciences (9 research areas)

> Please find a list of all Research Areas in Appendix 2 to the PASIFIC Call 2 Terms and Conditions, which you can find on the website: https://pasific.pan.pl/call-2/.

Each Panel consists of 15 researchers and a panel Chairperson selected by the PASIFIC Program Coordinator. It may happen that, among the panellists, there will be no scientist specialising in your scientific field, so remember to write your Proposal so that it will be understandable also for experts in related fields.

Assigning to the Evaluation Panel

In the application process, you will be asked to select, in the SEA online form, the Evaluation Panel that, in your opinion, is the most appropriate to assess your Proposal. If your project is interdisciplinary, please indicate the Primary Evaluation Panel that should carry out the evaluation of your Proposal.

It may be that the Chairperson of the Evaluation Panel to which you have referred your Proposal decides that another panel is more adequate to assess your Proposal. In this case, your Proposal will be referred to this Panel upon its Chairperson's approval.

Merit-based evaluation process

The merit-based evaluation of Proposals is carried out in two stages:

Each Proposal is evaluated by five panellists appointed by the Panel Chairperson.

a. Stage I – Individual evaluation – at this stage, the panellists assess the Proposal without communicating with each other
b. Stage II – Joint evaluation – at this stage, the panellists carry out a joint evaluation of the Proposals through discussion

At each stage of the merit-based evaluation, the panellists give scores from 0 to 100 points, together with a descriptive assessment.

Merit-based evaluation criteria

The panellists evaluate your Proposal in terms of Excellence, impact, and feasibility. The table below details these criteria, along with the maximum scores that can be obtained in each criterion:

A. **Excellence**		Up to 50 points
1.	1. Excellence of the research project	Up to 30 points
	The PASIFIC programme aims to promote innovative and bold research ideas, so the Excellence of the research project is a key evaluation criterion. This approach will allow researchers with interesting and potentially ground-breaking projects to compete with those who may have more scientific experience or publication record. This is particularly important for young researchers who are starting their scientific careers. The following criteria will be taken into account::	
	(a) Thorough knowledge of the state of the science	
	(b) A clearly defined, engaging, and topical research problem	
	(c) State-of-the-art or innovative methodology	
	(d) New approaches/methods of research in the field	
	(e) Research at the interface of disciplines/interdisciplinarity	

2.	2. Excellence of the researcher	Up to 20 points
	The researchers' CV and scientific track records of the last 5 years will be assessed according to the stage of their career and, where appropriate, taking into account career breaks. Applicants must demonstrate that they have the appropriate skills and experience to meet the project objectives and deliver the planned results. The following criteria will be taken into account:	
	(a) Outstanding research and scientific track record.	
	(b) Outstanding record of dissemination of research results appropriate to the research field (e.g., articles in leading journals, peer-reviewed monographs, patents, presentations at international conferences).	
	(c) Experience in conducting research projects.	
	(D) Where appropriate, the Applicant's valuable and relevant experience in the non-academic sector (e.g., industrial innovation, public services).	
B. Impact		Up to 35 points
1.	1. Impact on the research area	Up to 15 points
	Focusing on Excellence in research projects, PASIFIC fellowships aim to fund and support ideas that can have a major impact on a specific research discipline. Together with the criterion of Excellence of the scientific project, this gives almost half (45%) of the total score. The following criteria will be taken into account:	
	(a) How is the project likely to change the respective discipline?	
	(b) What new research areas/methodologies/approaches will it open up?	
	(c) Is the project idea ground-breaking in its immediate, narrow area?	
	(d) Are the results applicable or relevant to other fields of research?	
	(e) Does interdisciplinarity add value to the field?	
2.	2. Career impact (taking into account the Applicant's current career stage)	Up to 10 points
	The Fellowships are intended to support the career development of scientists, enabling them to pursue their research dreams in the vibrant intellectual community of the network of institutes supervised by the President of the Polish	

	Academy of Sciences. At the same time, they are supposed to provide them with a range of skills – both scientific and more universal. The following criteria will be taken into account: (a) What new research skills, techniques and abilities will the candidate acquire or develop during the Fellowship? (b) What skills useful in other sectors will the candidate be expected to acquire? (c) Does the Host Institute and, in particular, the project Supervisor have adequate scientific knowledge or skills to impart to the Fellow? (d) Is the career goal set by the candidate both ambitious and feasible? (e) Is the successful implementation of the research plan and the projected results sufficient to achieve the candidate's career goal?	
3.	**3. Impact on the Host Institute** The PASIFIC project also provides for benefits for the network of institutes supervised by the President of the Polish Academy of Sciences by enabling knowledge transfer and the creation of new research links. One of the objectives is to develop the links not only during but also after the Fellowship, which would allow contacts and collaborations to be maintained. The following criteria will be taken into account: (a) Does the Applicant bring the specialist knowledge, skills, and abilities to the research environment of the host institution? (b) Does the Applicant's project fit into the research strategy of the Host Institute? (c) Does the project offer mechanisms to ensure the sustainability of long-term scientific cooperation (e.g., a future joint application for research grants)? (d) Does the project provide opportunities to promote national, international, and cross-industry cooperation?	Up to 10 points
	C. Feasibility	Up to 15 points
1.	**1. Research project feasibility** PASIFIC encourages ambitious and bold projects, but also pays attention to their feasibility. The following criteria will be taken into account: (a) Is the scope of the project realizable, taking into account the time-frames of the project?	Up to 10 points

	(b) Are the resources sufficient to implement and perform the project?	
2.	2. The Supervisor's scientific excellence PASIFIC highlights the role of the Supervisor, especially in the career development of young researchers. As such, the Supervisor's CV and scientific experience will also be taken into account when assessing Proposals. The following criteria will be taken into account: (a) Has the Supervisor been adequately selected by the candidate, especially in the context of his/her research interests and experience? (b) Does the Supervisor have an internationally recognised research profile? (c) Does the Supervisor have experience in supporting the scientific development of young researchers?	Up to 5 points

Ranking list

Based on the joint evaluation, each Evaluation Panel issues a ranking list on the basis of which it recommends Proposals for funding and, where necessary, creates a reserve list. To be recommended for funding, your project must reach the threshold of 60 points. However, it may happen that the number of such projects exceeds the Budget allocated for Fellowships evaluated within a given Evaluation Panel (you can read about detailed rules of distribution of funds within panels in paragraph 14 of the PASIFIC Call 2Terms and Conditions that you can find on the website: https://pasific.pan.pl/call-2/). This is why the position of the Proposal on the ranking list is so important.

For Proposals having an equal number of points, the score awarded for Excellence will be the decisive criterion. If this does not solve the problem, the score awarded in the Impact category will be considered. However, if also in this category the Proposals receive an equal number of points, the positions of Proposals on the ranking list are decided by the Chairperson of the Evaluation Panel.

The final list of projects recommended for funding in the Call is created by combining the lists of the Evaluation Panels. The Chairpersons of the Panels, by combining all the reserve lists, jointly create the final reserve list of the Call and determine the order of the Proposals on it. The Call reserve list includes a maximum of 15 projects.

14. Ethical issues

14.1. Overview

The research you plan to carry out as part of your Fellowship must comply with fundamental ethical principles, relevant European legislation, international declarations, and Polish law.

You must identify all areas of your research that may require special measures and precautions to ensure that your research complies with ethical standards. You must propose actions and precautions to ensure that your research will meet ethical standards, and you will be required to implement them during your research project. You may also be asked by ethics experts evaluating your Proposal to adapt your proposed activities to ensure that your research adheres to ethical standards.

Note that if during the Fellowship, new research tasks arise that should be considered in terms of their compliance with ethical standards, you must report them to the Supervisor and your Project Officer at the Polish Academy of Sciences.

14.2. Ethics in the Proposal

Ethics issues table

Answering the questions in the ethics issues table will help you to identify areas of research that may require special attention and precautions, ensuring that your research adheres to ethical standards. The ethics issues table is part of the administrative form completed online in SEA.

You will be asked to answer a series of questions about whether your project involves research tasks in the following areas:

- Research involving human embryos & foetuses;

  The following fields of research are not eligible for funding under the European Union Framework Programmes and the Polish law and cannot, therefore, be included in proposals:

  a. research activities directed at human cloning for reproductive purposes;

b. research activity intended to modify the genetic make-up of human beings that could make such changes heritable (apart from research relating to cancer treatment of the gonads, which may be financed);

c. research activities intended to create human embryos solely for the purposes of research or stem cell procurement, including the technique of somatic cell nuclear transfer;

d. research that leads to the destruction of human embryos;

- Research involving human beings
- Research involving human cells or tissues
- Research involving personal data
- Research involving animals
- Research carried out in non-EU countries
- Research that may have a negative impact on the environment, health & safety
- Research involving dual-use items
- Research that may raise concerns about an exclusive focus on civil applications
- Research that may lead to potential misuse of research results
- Research that may give rise to other ethics issues

If you answer "yes" to any of the questions in the "Ethics issues table" you will also have to indicate the page number where the specific issue is described in part B1 of your Proposal. Such an answer will also mean that you must prepare the "Ethics self-assessment". If you answer "no" to all the questions in the "Ethics issues table" preparing the "Ethics self-assessment" is not required.

14.3. Ethics self-assessment

In this document, you will be asked to indicate all the areas that you have identified in the "Ethics issues table". You should describe how you plan to address the ethical issues in each of these respective areas and the measures that you plan to undertake to mitigate them in order to adhere to the ethical principles, relevant European legislation, international regulations, and Polish law. You should also explain in detail the identified ethical issues in relation to the: 1) methodology (e.g., protection of personal data), 2) objectives of the activities (e.g., research involving endangered species), 3) the potential impact of the activities (e.g., research involving elements that may cause harm to the environment).

You might specify ethics approvals that you possess or could provide at the beginning of the project. You can also include their scans as an attachment in the SEA application system (the maximum size of one attachment cannot exceed 10 MB). Including ethics approvals is not obligatory, but it is recommended as it can facilitate the ethics assessment.

When preparing your "Ethics self-assessment", use the Template you can find at the end of this Guide and, in the editable version, on the website: https://pasific.pan.pl/call-2/.

We recommend consulting the ethical issues of the project with your Supervisor and the Host Institute at all stages, from the preparation of the Proposal to the implementation and the conclusion of the Fellowship.

Ethics issues should be closely monitored at the Host Institute during the Fellowship. The PASIFIC Fellow should also identify any new ethical issues that may arise during the Fellowship. If the project includes ethical issues, ethics reports will be part of the Fellow's reports (for more information, see Section 16.4).

The PASIFIC Programme is co-funded by the H2020 MSCA COFUND scheme, so we follow the H2020 rules when implementing the Programme. We, therefore, encourage you to use the H2020 ethics guidelines. They can be helpful both in the planning stage of your research and in implementing the project, including ethical issues. They will also help Applicants in preparing their "Ethical self-assessment": More information can be found on the websites:

- https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf
- https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm
- https://ec.europa.eu/programmes/horizon2020/en/h2020-section/ethics

14.4. Ethics evaluation

All Proposals recommended for funding and those on the reserve list are subject to ethics screening, even if the Applicant has not identified any research areas which might require special measures ensuring the compliance of the proposed research with the ethical principles in the "Ethics issues table".

Ethics screening
At the stage of the ethics screening, each Proposal is read by one ethics expert, who verifies whether the Proposal contains any of the Research Areas requiring the ethics assessment.

If the Proposal does not cover any of the Research Areas specified in Section 14.2, it will be directed to financing. If the Proposal covers at least one of the Research areas listed in Section 14.2, the Proposal will go through the ethics assessment.

Ethics assessment

The ethics assessment consists of two stages. During the Individual ethics assessment stage, the Proposal is read independently by 3 ethics experts. During the Joint ethics assessment, the ethics experts make the final ethics recommendation:

a. Proposal is directed to financing without any changes if the ethical issues were well explained in the "ethical self-assessment";
b. Proposal is **directed to financing on the condition of introducing necessary changes** recommended by the ethics experts; Please be aware that introducing changes based on these recommendations is the condition for signing the grant agreement;
c. Proposal raises serious ethical issues and cannot be **directed to financing**.

In addition, ethics experts decide whether the ethical issues within the project require monitoring during the Fellowship.

15. Redress Procedure

If your project is not funded, you have the possibility to appeal to the PASIFIC Programme Redress Committee, consisting of the Chancellor of the Polish Academy of Sciences and two employees of the Polish Academy of Sciences indicated by him, who have not participated in the evaluation process of the Proposal submitted in the Call.

The appeal must be lodged within 30 days from the announcement of the results of the Call, and it may be based only on formal infringements, i.e., violations of the Call procedure specified in the Terms and Conditions. Such a reason cannot be, for example, that there was no scientist in a given panel whose expertise would exactly match your proposed research topic.

Please send your appeal via email to redress@pan.pl. Make sure to include the following information: your full name, Proposal reference number, Acronym, and Title, the indication of the infringement, and justification.

The PASIFIC Programme Redress Committee decides on the appeal no later than 2 weeks after the redress procedure has been instigated. If justified, the Committee may refer the Proposal for re-evaluation. During the re-evaluation of your Proposal, the Terms and Conditions will apply, e.g., evaluators who participated in the previous evaluation cannot participate in the re-evaluation of your Proposal.

You can read about the detailed redress procedure in Section 18 of the Terms and Conditions of the PASIFIC Call 2 available on the website: https://pasific.pan.pl/call-2/.

16. Fellowship Implementation

16.1. Signing the agreement

As a PASIFIC Fellow, you will be employed for 2 years at the Host Institute under an employment contract that complies with the labour law in force in Poland. Thus, you sign the employment contract for the duration of the Fellowship with the Host Institute.

The Host Institute, in turn, will sign a Fellowship Agreement with the Polish Academy of Sciences to receive funding for your research and remuneration.

The Host Institute commits, among others, to:

a. provide you with the conditions for conducting their research, including office/laboratory space and research equipment necessary for conducting the research

b. assign to you the Supervisor indicated in the Proposal

c. for Interdisciplinary Proposals, assign to you the Supporting Supervisor indicated in the Proposal if the Supporting Supervisor is employed by the Host Institute

d. assign to you a research buddy, i.e., a person who will familiarise the Applicant with the research environment of the Host Institute, its rules, and procedures

e. provide you with administrative and financial support during the Fellowship, including support related to your arrival and stay in Poland, and appoint an employee responsible for its coordination

f. organise, during the Fellowship, a Secondment in an organisation you selected, in Poland or abroad, if such a secondment was expected in the Proposal

g. enable you to decide on the allocation of 1/5 of indirect costs of the project

h. support you in obtaining the required approvals, opinions, permits, or authorisations in case the research carried out under the Fellowship requires formal certification of compliance with ethical standards respect the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers[1]

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[1] Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers.

16.2. Collaboration with the Supervisor

During the Fellowship, you will work closely with your Supervisor. If your project is interdisciplinary, you may also have a Supporting Supervisor of your choice.

The Supervisor will be obliged to:

a. provide scientific support for your research during the Fellowship
b. prepare, together with you, your Career Development Plan by the end of the first month of the Fellowship at the latest, which includes at least:
    - a description of the objectives and milestones of the Fellowship
    - a research results publication plan
    - a plan for presenting your research results at international scientific meetings
    - a plan for your participation in scientific conferences
    - a description of the objectives and plan of activities during the Secondment (if the Secondment is planned during the Fellowship)
    - a description of short study visits (if short study visits are planned during the Fellowship)
    - a plan for participation in workshops and training courses, including those organised by the Polish Academy of Sciences under the PASIFIC Programme
    - your career development plan, including activities beyond the Fellowship
c. evaluate the implementation of your Career Development Plan during semi-annual evaluation meetings and update your Career Development Plan based on the conclusions of the evaluation
d. monitor the compliance of your research with fundamental ethical principles
e. assist in the preparation of annual reports and the Fellowship progress report
f. facilitate your cooperation with the academic community in Poland and abroad

16.3. Training

As a PASIFIC Fellow, you will have the opportunity to take part in a number of training courses that will provide you with skills and experience useful in both academic and non-academic environments. You will be required to include the training of your choice in your Career Development Plan. You will be required to attend during the Fellowship at least 4 training courses available within PASIFIC Programme training offer..

The PASIFIC Programme training offer will include the following courses:

Course	Short description
Funding opportunities in Europe	You will learn about funding opportunities for research in Europe. This knowledge will be useful when looking for a future research position in Europe after the Fellowship.
Funding opportunities in Poland	You will get acquainted with the possibilities of financing research in Poland, both in individual projects and research networking. The knowledge gained during the training will help you search for a research position after the Fellowship.
Writing effective research Proposal	You will learn how to create an effective research funding Proposal that will increase your chances when applying for future fellowships and positions.
Project management skills	You will learn how to manage scientific and non-scientific projects. You will also gain insights into managing the research team.
Commercialisation of research results	You will learn how to choose the right company and the path of commercialisation of your research results.
Intellectual Property Rights	You will gain knowledge on how to protect the results of your research best.
Academic writing	You will learn how to create high-quality scientific publications and how to plan the publication strategy.
Communication of research results to the general public	You will acquire communication skills that will enable you to present your research results and create texts addressed to various types of audiences and media.
Open Science	You will get to know the principles of Open Science and expand your knowledge on data management and sharing.
Computational experiments within Virtual Research Environments	You will learn how to use the RO model to increase your scientific research's reliability and reproducibility.
Advanced scientific visualisation	You will learn how to present data and research results in an attractive and clear graphical way.

16.4. Reporting

During the PASIFIC Fellowship, you will be required to submit two merit-based reports and one financial report. Merit-based reports should be submitted in the SEA system after every 12 months of project implementation, while the financial report should be submitted in the SEA system at the end of the Fellowship. All reports should be submitted in English, which is the language of communication in the PASIFIC Programme.

During the PASIFIC Fellowship, you will be required to submit two merit-based reports and one financial report. Merit-based reports should be submitted in the SEA system after every 12 months of project implementation, while the financial report should be submitted in the SEA system at the end of the Fellowship. All reports should be submitted in English, which is the language of communication in the PASIFIC Programme.

17. Contacts

If you have any questions or concerns, feel free to contact us:

The PASIFIC Team

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Please also visit our website: https://pasific.pan

https://pasific.pan.pl/our-team/

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